

## Project Charter

**Project Name:** Securities Division Workflow Optimization  
**Date Chartered:** July 1, 2012  
**Team Leader:** John Amundson **Expected Completion Date:** September 30, 2012

**Team Mission:** What is the purpose of the team?

Securities Division review of agency and stakeholder needs to ensure workflow is optimized to meet those needs.

**Team Goals/Measures to be used to quantify progress and determine success.**

The team will implement improvements that accomplish the following:

1. Eliminate processes that don't fulfill stakeholder needs.
2. Improve cost benefit ratio of division work processes.
3. Ability to measure necessary outcomes.
4. Assess process completion standards.

**Team Members:**

John Amundson, Tim Sandee, Deb Fabritz, Leslie VanBuskirk

**Issues to be addressed:** What problems or opportunities will the team solve?

- Improve turnaround time for document processing.
- Improve efficiency of handling difficult filings.

**Expected Results:** What will be in place when we are done?

- Majority of documents will show an improved delivery time.
- Handling of difficult documents will require less time and effort.

**Support/Resource People:** Who will we need assistance from beside the team members?

IT team, program area managers, senior management and program staff

**Responsibilities and Boundaries:**

What areas will the team look at?

Flow of information and money to final disposition

What areas will the team NOT look at?

Enforcement process – this will be analyzed in a subsequent effort